

**NC DHHS  
DMH/DD/SAS**

Reviewer:

	Description	Conditional Endorsement					Full Endorsement				
	Supported Employment	Evidence of Compliance	MET	NOT MET	N/A		Evidence of Compliance	MET	NOT MET	N/A	Comments
<b>1</b>	<b>Provider Requirements</b>										
a	**1) Must be delivered by practitioners employed by an organization that meets the standards established by the Division of MHDDSAS or LME approved/endorsed by DHHS. These standards set for the administrative, financial, clinical, quality improvement, and information services infrastructure necessary to provider services.	Provider application with all required supporting documentation as required in;					Provider application with all required supporting documentation as required in;				
b	2) Provider organization must demonstrate they meet these standards by being endorsed by the LME.	provider application; program description Policy and					Provider application; program description Policy and				
c	** The organization must be established as a legally recognized entity in N.C	Procedure Manual					Procedure Manual				
<b>2</b>	<b>Staffing Requirements</b>										
	Worker must meet the following requirements:										
a	Must meet requirements for paraprofessional in 10A NCAC27G.0100-0200.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met				

b	Client specific competencies to be met as identified by the individuals person-centered planning team and documented in the plan of care.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; documentation that client specific training has been provided as identified in the Plan of Care. Copy of the Plan of Care.				
c	Direct care staff must have a criminal record check.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of criminal record check.				
d	A healthcare registry check in accordance with 10A NCAC 27G.0200.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of healthcare registry check.				
e	Driving record must be checked if providing transportation.	Program description; Personnel Manual; job				Personnel files; supervision plans or other documentation that				

		descriptions					staff minimum requirements and supervision requirements are met; copy of driving record check.				
3	<b>Service Type/Setting</b>										
a	Supported Employment is conducted in a variety of settings; particularly work sites in which persons without disabilities are employed.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
4	<b>Program/Clinical Requirements</b>										
a	Supported employment includes activities needed to sustain paid work by individuals receiving waiver services, including supervision and training.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				

b	Supported employment services consist of paid employment for persons for whom competitive employment at or above the minimum wage is unlikely, and who, because of their disabilities, need intensive ongoing support to perform in a work setting. This does not prohibit an individual in any way from being paid at or above minimum wage.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
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c	When supported employment services are provided at a work site in which persons without disabilities are employed, payment will be made only for the adaptations, supervision and training required by individuals receiving waiver services as a result of their disabilities, and will not include payment for the supervisory activities rendered as a normal part of the business setting.	Program description; policies and procedures.				Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
d	Supported employment services furnished under the waiver are not available under a program funded by either the Rehabilitation Act of 1973 or P.L. 94-142.	Program description; policies and procedures.				Program description, policies and procedures; service notes documenting implementation of appropriate programming. Documentation that states that the service is not otherwise available under a program funded under the Rehab Act of 1973, or P.L. 94-142.				
e	Transportation will be provided between the individual's place of residence and the site of the supported employment, or between employment sites (in cases where the individual receives supported employment services in more than one place) as a component of the services.	Program description; policies and procedures				Program description, policies and procedures; service notes documenting implementation of appropriate programming.				

f	The cost of this transportation is included in the rate paid to providers.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
5	<b>Service Limitations:</b>										
a	FFP will not be claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following: 1) Incentive payments made to an employer to encourage or subsidize the employer's participation in a supported employment program. 2) Payments that are passed through to users of supported employment programs; or 3) Payments for vocational training that is not directly related to an individual's supported employment program.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				

b	Supported Employment must be reviewed every six months with continuing authorization contingent upon achievement of outcomes in the individual's Plan of Care.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming and progress toward outcomes, copy of approved Plan of Care.				
c	<b>Limitations:</b> This service may not be provided at the same time of day that a person receives: <ul style="list-style-type: none"> <li>• Adult Day Health</li> <li>• Day Supports</li> <li>• Home and Community Supports</li> <li>• Personal Care</li> <li>• Residential Supports</li> <li>• Respite Care</li> <li>• Transportation</li> </ul>	Program description; policies and procedures					Program description, policies and procedures; service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				

6	<b>Documentation Requirements</b>										
a	Documentation on a grid to include: full date the service was provided, goals that are being addressed; a number or letter as specified in the key which reflects the intervention/activity; a number or letter as specified in the key which reflects the assessment of the consumer's progress toward goals; duration, when required; and initial so the individual providing the service. Initials shall correspond to a signature on the signature log section of the grid.	Service Record; Policy and Procedure Manual					Evidence of documentation according to Service Records Manual.				